

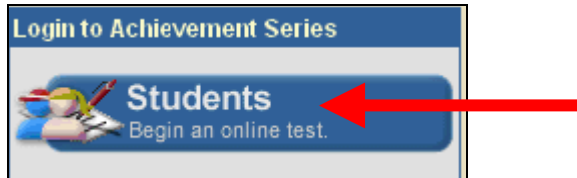


ACHIEVEMENT SERIES

Administering and Proctoring the Online Test

Section 1: Instructions to Students for Taking the Online Test

1. After launching the Internet browser on the computer, student will go to the Achievement Series site: <http://www.achievementseries.com>
2. Student clicks the **Students** button.



3. Student enters the **Site ID**, **Test ID** & **Student ID**, and then clicks **Next**.
Note: Student Password will be entered *only* if applicable.

Fill in the form below. Click "Next" to begin your test.

Site ID:

Test ID:

Student ID:

Password: (Optional)

Exit Next

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TIP: If the test does not automatically appear, simply click **BEGIN TEST**.



4. Student will see the gray hourglass below with this message:
Connecting, one moment...

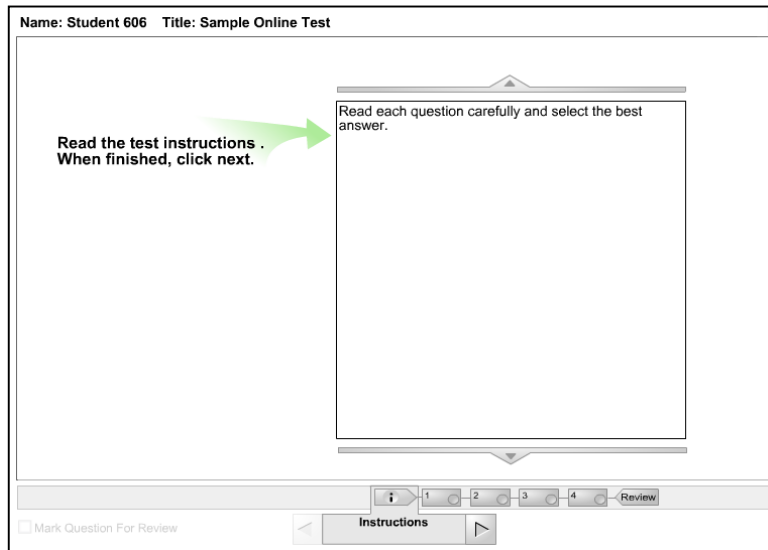


Connecting, one moment ...

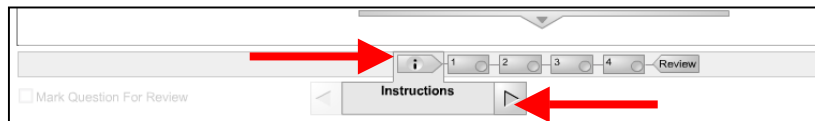
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5. The **Test Instructions** appear first. Have Students read them carefully.

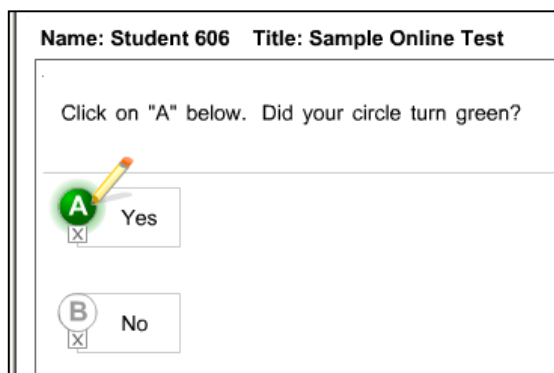
Tip! It is suggested that the teacher go over the instructions with the class and that questions be answered before allowing Students to begin the test.



6. Student **begins the test** by clicking the Question 1 button or the *Forward* arrow button. Both are at the bottom of the screen.



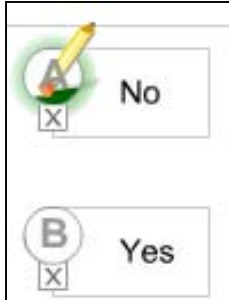
7. Student **selects an answer** by clicking the bubble next to it.
- The cursor turns into a Pencil when placed on the answer bubble.
 - When Student hovers over the bubble, a green halo appears.
 - When the answer is selected, the answer bubble turns solid green.



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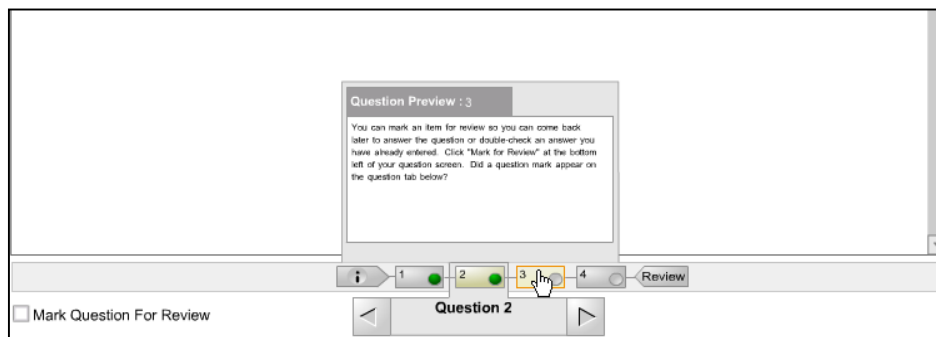
8. If Student wants to **change a selected answer** to a different one, he clicks the solid green bubble next to the selected answer. The Pencil erases that answer.

Student can now select another answer by clicking the bubble next to it.



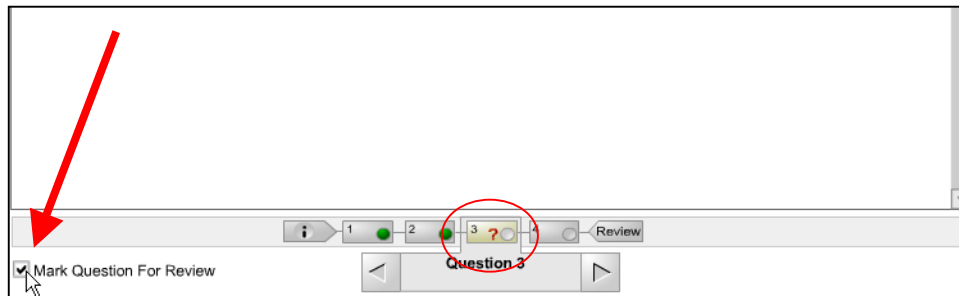
TIP: Letter keys (on keyboard) may be used to select answer choices.

9. Student can **preview a question** by hovering over the desired Question box at the bottom of the screen. The question pops up for the student to view.



10. If Student wants to *mark* a question (for which he is unsure of the answer) as a reminder to review it before turning in the test, he checks the **MARK QUESTION FOR REVIEW** box in the bottom left corner of the screen.

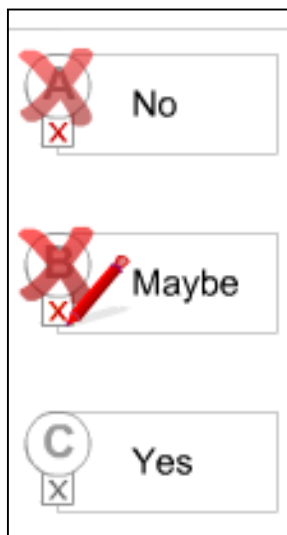
After checking the **Mark Question for Review** box, a Red Question Mark appears on the Question Box to tag the question.



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11. To **eliminate an answer choice** that the Student knows is not the right answer, he clicks the small **Red x** underneath the answer bubble. This results in a large **Red X** covering the unwanted answer choice.

Tip! To remove the large **Red X**, simply click the small **Red x**.



12. At any time during testing, Student can **go to the REVIEW** page to see which questions he has answered and to note any questions that were left blank.

Any question *Marked for Review* will be flagged with a red question mark.

Review Your Test Responses

	?	Question	Details
Go		1	I answered A.
Go		2	I answered B.
Go	?	3	I did not select an answer.
Go		4	I answered C.

13. Student can go back to a question by clicking **Go** by the question.

	?	Question	Details
Go		1	I answered A.
Go		2	I answered B.
Go	?	3	I did not select an answer.
Go		4	I answered C.

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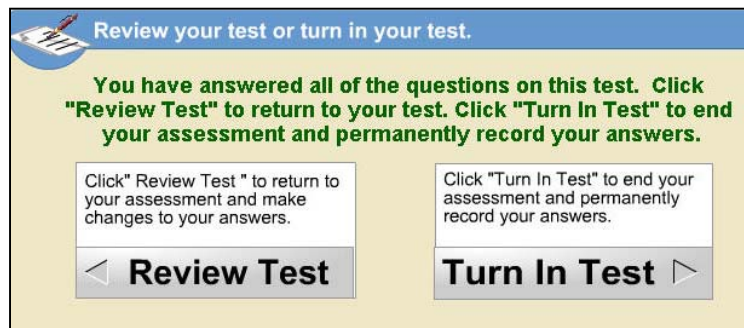
14. When the Student has completed the test, he can click **Turn in Test**.



15. After clicking *Turn in Test*, Student will be notified if any questions were not answered. Refer to the specific message on the screen below.

Student has 2 options if this occurs:

- 1) Student can click REVIEW TEST and then review questions again.
- 2) Student can click **Turn in Test** if he is indeed ready to submit the test.



A C H I E V E M E N T S E R I E S

Section 2: Instructions for Proctoring the Online Testing

1. Instructions for Proctors – *Complete these prior to Testing Day*

- Secure required IDs for each Test Session: Site ID, Student IDs & Test IDs
- Verify with the School Location Controller that all Student Names and IDs, including any new students, have been entered into Achievement Series.
- Enter the new students that are not currently setup in Achievement Series
- Schedule the Computer Lab for the Testing Dates and Times
 - a. Allow at least 1 hour for a test with 20 – 30 multiple choice items
 - b. Allow at least 10 minutes between test sessions to allow for change of classes.
- Prepare the Computers for Testing
 - a. Turn Screen Savers off & Clear the Cache on each computer
 - b. Clean the Mouse and Display (Monitor) on each computer
 - c. Download Test Loader (Applies only to Macintosh computers)
- Prevent unnecessary security interruptions by setting up the following:
 - a. Open the Internet browser
 - b. Go to **Tools** and select **Internet Options**
 - c. Go to the **Security** tab and click the **Custom Level** button
 - d. Scroll down to **Miscellaneous** and locate **Display Mixed Content**
 - e. Under **Display Mixed Content** select **Enable**
 - f. Click **OK** to save.
- Ask Teachers for *assistance* in preparing Students for the Online Tests
 - Verify that Students know their IDs and can use a Mouse, including scrolling.
- Have a supply of Pencils and Paper for students to use during Math tests.
- Verify if calculators are required for Math testing and if so verify provisions.
- Ask Teachers to have students bring books to read if the test is completed early.

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2. Instructions to Teachers: Prepare Students for the On-line Test

- Have students take calculators if permitted for Math tests.
- Have students take paper and pencils for the Math tests.
- Have students bring a book to read in the event they finish the test early.
- Verify that all students have Student IDs and are setup in Achievement Series
Tip! Verify enrollment by checking your Class roster in Achievement Series.

3. Instructions for Proctors – *Complete these on Testing Day*

- (Optional) Go to Achievement Series site, click the **Students** button and enter the School Site ID. This step can be beneficial when testing younger students.
- If this is the first Achievement Series Online Test, have students do the following:
 - a. Have students write tests answers on paper as they enter the answers online.
 - b. Ask Students to raise their hands before clicking **Turn in Test** so the Proctor can verify that they understand how to Review Answers and Turn in the Test.
- Document irregular student behaviors to aid in interpreting scores.
- Keep track of any student that does not finish the test or is absent.

4. What to do When the Students Arrive in the Testing Lab

- Explain the purpose of the test: Why are they taking this test?
- Go over the Testing instructions.
- Administer an Online Practice Test (if applicable) to review the following:
 - a. Selecting Correct Responses using the Mouse and Keyboard
 - b. Erasing Responses
 - c. Changing Answers
 - d. Moving between test items
 - e. Test-taking strategies (Red X, Marking for Review)
- Explain the Testing Format
 - a. Number of Questions
 - b. Types of Questions
 - c. Answering ALL Questions (No penalty for incorrect responses.)
 - d. Scrolling to view all answer choices or a Passage
- Explain how to Login to take the Online Test
 - a. Open the Internet Browser (Open Test Loader if using Macintosh)
 - b. Enter Site ID
 - c. Enter Test ID
 - d. Enter Student ID (*Advise if leading 0's must be added*)
 - e. Click **Begin Test**

A C H I E V E M E N T S E R I E S

Quick Start Instructions for taking an Achievement Series On-line Test

- Students enter the lab and sit at a computer.
- Students go to <http://www.achievementseries.com>
- Students click the **Students** button.
- Students enter the **SCHOOL SITE ID**, **TEST ID** and **STUDENT ID** at the Achievement Series test login screen.
- Students read Instructions
- Students answer each item by clicking the 'bubble' by the answer choice
- Students stop at the Review page if instructed.
- Students click **Turn in Test** when finished.
- Teachers can access Student's score as soon as the test is *turned in*.